



STATE
OF
GEORGIA

Amended 4/18/74
Application for
RECORDS DISPOSITION STANDARD

74-122
OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date April 18, 1973	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 119		Date Received AUG 2 1973	Application No. 73-491 Date Completed SEP 17 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Markets & Commodity Promotion Division - Commodities 19 Hunter St.S.W. Atlanta, Georgia 30334		4. Person to Contact Jimmy C. Bridges	5. Working Title Director
		6. Tel. No. 656-3679	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
-

9. Exact Series Title

"Commodity Ballot Files"

10. What is the function of the office in which this record series is created?

The Markets and Commodity Promotion Division provides services to improve marketing of agriculture products, to find new outlets and uses for products, and to help promote Georgia products both nationally and internationally. It regulates the warehouse storage facilities for agriculture products and inspects products for quality and quantity.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the official balloting to authorize a commodity marketing order to collect assessments from producers of an agricultural product for use in promotion, education, and research.

Included are: The official ballots affecting soybeans, cotton, apples, tobacco, peaches, sweet potatoes, peanuts, eggs, and milk.

Files is arranged alphabetically by Commodity Groups.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers					
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] [x]
15. Is the information contained in this series ever summarized or published? [] [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? [] [x]
21. Does the record series contain documentation produced as EDP printout? [] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Georgia Agriculture Commodity Promotion Act, 1969.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 1 year(s):
- ☒ Transfer to ☒ State Records Center [] Local Holding Area; hold 2 year(s):
- ☒ Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Elie D. Liker</i>	Date 4/18/73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Elie D. Liker</i>	4/18/73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dyer</i>	9-4-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	8-29-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Hurd</i>	9-18-73

STATE RECORDS COMMITTEE